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Ontario Department of Education

SYLLABUS

OF

COURSES AND EXAMINATIONS

FOR

Teachers' Certificates

IN

The Commercial Subjects

(Amended 1930)

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

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ONTARIO COLLEGE OF EDUCATION
WITHDRAWN
UNIVERSITY OF TORONTO

NOTICE

This Syllabus contains amendments to the Syllabus issued in July, 1927, and will come into effect in connection with the courses and examinations for certificates in July, 1932.

WITHDRAWN

COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN THE COMMERCIAL SUBJECTS

COURSES OF STUDY

Elementary Commercial Certificate

The following are the courses prescribed for teachers' certificates in the Commercial Subjects:

SUBJECTS

Shorthand Theory
Shorthand Practice and Transcription
Typewriting
Business Correspondence and Filing
Office Practice and Business Papers
Bookkeeping
Business Law
Penmanship
Business Arithmetic

DETAILS OF SUBJECTS

Shorthand Theory

The principles of the Isaac Pitman system, New Era Edition; writing continuous matter in approved shorthand forms; transcribing sight passages in continuous shorthand.

Texts

Course in Isaac Pitman Shorthand, Canadian New Era Edition, Sir Isaac Pitman & Sons, Toronto $1.60
Isaac Pitman Shorthand, Commercial Course New Era Edition, Sir Isaac Pitman & Sons, Toronto $1.60
Commentary on Pitman's Shorthand, New Era Edition, James W. Taylor, Sir Isaac Pitman & Sons, Toronto $1.40
Shorthand Dictionary, New Era Edition, Sir Isaac Pitman & Sons, Toronto.
Phonograph Monthly, Isaac Pitman & Sons $1.25

NOTE.—The Student should read at least one book printed in shorthand.

Shorthand Practice and Transcription

A. Writing in approved Isaac Pitman Shorthand six hundred words of business correspondence and prose selections dictated at the rate of sixty words per minute.

B. Transcription of the shorthand notes on a typewriter with a blanked keyboard at the rate of twenty words per minute. (The basis for estimating the number of words shall be five strokes per word.)

NOTE.—In valuing the paper the shorthand notes will be taken into consideration.

Texts

Business Letters for Dictation, Canadian New Era Edition, Sir Isaac Pitman & Sons, Toronto $1.00

Key to Business Letters for Dictation, Sir Isaac Pitman & Sons, Toronto $1.00

The Expert Dictator, Sir Isaac Pitman & Sons, Toronto $2.00

Typewriting

A. Typing for ten minutes on a typewriter with blanked keyboard at the rate of thirty words per minute. (The basis for estimating the number of words shall be five strokes per word.)

B. Typing business letters; centering headings; programmes, invitations, announcements, display work; invoicing, billing, columnar statements; completing business forms; legal forms.

Texts

Elementary Typewriting Course, W. G. Edward, The Ryerson Press Toronto ..... .25

Advanced Typewriting Course, W. G. Edward, The Ryerson Press, Toronto ..... .80

20th Century Touch Typewriting, Southwestern Publishing Co., Cincinnati $1.20

The New Rational Typewriting, (Can. Edition) Gregg Publishing Co., Toronto $1.20

Practical Course in Touch Typewriting, Chas. E. Smith, Revised Edition, Sir Isaac Pitman & Sons, Toronto $1.25

Business Correspondence and Filing

A. Business Correspondence: The importance of correspondence in modern business; characteristics of a good business letter; a knowledge of the usual and the special parts of a business letter; the punctuation and the English of a business letter; proper use of abbreviations; letter form and arrangement; various types of business letters—letters ordering goods, acknowledging orders, acknowledging goods, asking remittance, accompanying remittance, acknowledging remittance, letters of confirmation: circular, form, follow-up, collection, sales, credit, complaint, and adjustment letters; letters asking favours, refusing requests, and granting requests; letters of application, introduction, and recommendation.

B. Filing: Meaning and purpose of filing; filing equipment, accommodation, and protection; material usually filed; development of filing; suitability of various filing systems to definite types of business; stick files, clip files, box files, Shannon file; horizontal filing; vertical filing; indexing—numerical, geographical, alphabetical, subject, and chronological; cross reference; follow-up systems; direct name or alphabetical-numeric systems; card indexes, ordinary and visible; transferring.

NOTE 1.—Candidates should make themselves familiar with the systems in operation in some of the modern offices.

NOTE 2.—Candidates who have passed in Business Correspondence and Office Practice will be exempt from the two new papers:—Business Correspondence and Filing, and Office Practice and Business Papers.

Texts

Business Correspondence, Edward and Ferguson, Ryerson Press, Toronto ..... .80
Business Letter Writing, Warner, Commercial Text Book Company, Toronto $1.25
Effective Business Letters, Revised Edition, Gardner and Aurner, Ronald Press, New York $3.00
Office Practice, Edward and Gregory, Ryerson Press, Toronto ..... .85
Course in Filing, free on request, from Office Specialty Filing Co., Toronto.

Office Practice and Business Papers

A. Office Practice: Office deportment; office organization; handling the mail; office supplies; modern office labor-saving devices and their uses—appliances for duplicating, addressing, adding, calculating, bookkeeping and billing; the telephone; telegraph practice; cablegrams; marconigrams; postal facilities; banking practice and facilities; business reference books; express service; railway service; insurance and guarantee; publicity mediums; marketing and merchandising; mercantile agencies; consular and trade commissioner service; foreign trade; duties and customs; secretarial practice; follow-up systems; proof reading.

NOTE 1.—Candidates should make themselves familiar with the systems in operation in some of the larger modern offices.

NOTE 2.—During the Summer Course opportunity will be given to students to obtain practice in the operating of duplicating, adding, calculating, and dictating machines.

B. Business Papers: Receipts, releases, promissory notes, chattel notes, lien notes, instalment notes, drafts, bills of exchange, orders, due bills, deposit slips, cheques, bank drafts, draft requisitions, deposit receipts, bank pass books, bills, invoices, credit invoices, accounts, monthly statements, warehouse receipts, bills of lading, freight bills, proxies, powers of attorney, agreements, bonds, debentures, leases, instalment scrips, stock certificates, stock transfers.

NOTE.—Candidates who have passed in Business Papers and Business Law will be exempt from the new paper in Business Law, but not from Office Practice and Business Papers unless they have already passed in Business Correspondence and Office Practice.

Texts

Office Practice, Edward and Gregory, Ryerson Press, Toronto ..... .85
Office Routine (Forms and Supplies in separate package, 60c), A. F. Sprott, Commercial Text Book Company, Toronto ..... .60

Bookkeeping

One paper, to include both theory and problems.

Business Organization—Three types with advantages of each. Study of property and claims against this property as assets, liabilities, proprietorship as expressed in the fundamental equation—Assets minus Liabilities equals Proprietorship.

Books and Records: (*a*) Journal—Specialized subdivisions, columnar adaptations; the making of entries therein, journalizing, four parts of a journal entry, kinds of entries, e.g., opening, routine, adjusting, closing; authorization of entries, source of entries, various rulings, analytic aspect of cash journal. (*b*) Ledger—Use and forms, posting, segregation, accounts, sectioning of ledger, controlling accounts and modifications occasioned thereby, periodic summarization and adjustment, inventories, closing accounts, balancing accounts, detection of errors, rulings, folios.

Reports: Balance Sheet, Income and Expense, Analysis of Proprietorship, Preparation of reports and classification of items, typical Balance Sheet Accounts, typical Income and Expense Accounts, two methods of calculating the profit or loss, interdependence of these reports, use, frequency and disposition of reports, comparative statements, limitations of Balance Sheet as an aid to management, forms of the reports.

Transactions: Transactions relating to Single Ownership and Partnership, transmitting funds, purchases and sales, credit, trade and cash discounts, returns and allowances, C.O.D. sales, collections, bank dealings, opening bank account, deposits, withdrawals, overdrafts, interest, collections and exchange, business vouchers, purpose and forms of vouchers, bills of lading, receipt, pass book, bank statement, cancelled cheque, certified invoice, negotiable instruments.

Interpretation of elementary financial statements by means of: percentages, graphs, charts, ratios, applications of funds, bookkeeping vocabulary, business terms and abbreviations within the course, reconciliation statement, schedules, classification of items, aging of accounts.

Problems and short sets illustrating and co-ordinating the above theory.

NOTE.—Candidates who have passed in only one Elementary Bookkeeping paper will be required to take the examination in Elementary Bookkeeping prescribed by the new syllabus.

Texts

Modern Bookkeeping, Course I, J. M. Dent	.60
Ontario School Bookkeeping, Second Course, W. J. Gage & Co., Toronto	.90
Canadian Modern Accounting, Parts I & II, Sprott & Short, Commercial Text-Book Co., Toronto	$3.25

Business Law

Business man and business law; Torts—Protected rights of the individual in society, Bodily Security, Property Security, Security of Reputation, Security of Economic Relations; Guarding against Fraud—illegible signature, signing without reading and investigation, searching titles to property, dealing with minors and those of unknown status; Contracts—Statute of Frauds, Statute of Limitations; Agency; Master and Servant—Contract of Employment—Risks assumed by each party to the contract, compensable injuries, discharge of the contract; interpretation of the following Acts:

(*a*) Partnership—Ontario.

(*b*) Companies—Ontario, Dominion—Comparison as to evolution of legal business unit with advantages and disadvantages of present forms; rights, duties and liabilities of persons holding proprietory interests; methods of incorporating with reasons; devices for raising capital with inducements to investors; doctrine of ultra vires, powers of the corporation, effect of exceeding those powers, distribution of the powers of the unit, powers of the majority, of individual members of representations, adjustment of the rights of creditors; dissolution of the corporation; Blue Sky Laws.

(*c*) Sale of Goods—The contract, delivery, acceptance and payment, transfer of titles, conditions and warranties, remedies of the buyer, remedies of the seller, conditional sales, bulk sales.

(*d*) Bills of Exchange—Definition, essential terms, acceptance and presentment for acceptance, negotiation, liabilities of parties, presentment for payment, notice of dishonour, protest, holder in due course, defences, fraud and illegality, discharge.

(*e*) Insurance—Definition, contract, kinds of insurance, nature of insurance, insurable interest, representations and descriptions, warranties, amount of recovery, premiums, types of policies, surrender values, assignment.

Texts

Business Law, Walker, Ryerson Press, Toronto ..... .80

Partnership Act
Dominion Companies Act
Bills of Exchange Act
Ontario Companies Act
Ontario Insurance Act
Bulk Sales Act
Conditional Sales Act

Manual of Canadian Business Law, Falconbridge, Sir Isaac Pitman & Sons, Toronto $2.00

Law of Negotiable Instruments in Canada, Falconbridge, the Ryerson Press, Toronto $1.80

Digest of Canadian Mercantile Law, W. H. Anger, Pub. by W. H. Anger, Toronto $2.00

Penmanship

A. Posture, penholding, position of the paper, movement, development of speed, classification of small and capital letters according to similarity of basic principles.

B. Graceful, legible business writing; ledger headings; figures; accounts; marking alphabet.

Texts

Ontario Teachers' Manuals—Writing, Department of Education, Toronto ..... .19

Ontario Writing Course—Book III—W. J. Gage & Co., Toronto ..... .05

The Bailey Method of Penmanship, J. J. Bailey, Commercial Text Book Company, Toronto ..... .35

Sprott's Metronomic System of Writing—Part II—Commercial Text Book Company, Toronto ..... .35

Business Arithmetic

A. Rapid Calculation: A thirty-minute test on the fundamental operations and the application of short methods to simple business problems.

B. Principles of Commercial Arithmetic: Percentage, trade and cash discount, profit and loss, commission, insurance, duties and customs, simple interest, bank discount, exchange, stocks and investments, partnership, partial payments, equation of payments, compound interest, property and income tax, elementary statistics.

Texts

New Method Arithmetic, McIntosh, Commercial Text Book Company, Toronto $1.60

Canadian Business Arithmetic, Keast, Sir Isaac Pitman & Sons, Toronto $1.25

Manual of Charting, Prentice-Hall, Inc., New York $1.50

COMMERCIAL SPECIALIST CERTIFICATE

SUBJECTS

Arithmetic of Investment
Accountancy Theory
Accountancy Practice
Money and Banking
Theory of Economics
Economic Geography
History of Commerce and Industry

DETAILS OF SUBJECTS

Arithmetic of Investment

Compound interest, annuities certain, sinking funds and depreciation, valuation of bonds, the use of interest, annuity, and logarithmic tables, the application of logarithms.

Texts

Senior High School Algebra—Crawford, The MacMillan Co., Toronto $1.25
Interest and Bond Values—M. A. Mackenzie, University Press, Toronto $2.00
Interest, Annuities and Bonds—Tate, Sir Isaac Pitman & Sons, Toronto $1.50
Skinner's Tables.

Accountancy Theory

Review of work of Elementary Course; records common to the three forms of the business unit, organization charts.

Partnership: advantages and disadvantages, adjustments, settlements and dissolution, admission or retirement of a partner, sale of a partnership to a corporation, liquidation of partnership by instalments.

Corporation: demand for this form of business unit, advantages, disadvantages: recording capital stock and subscriptions, increase, decrease and retirement of capital stock, treasury stock, no par value stock. Use of common and preferred stock and bonds in financing a business.

Manufacturing Accounts: costing—elementary concepts such as accounting for material, labour, manufacturing expense; voucher system, advantages, disadvantages and use of voucher register; methods of distributing manufacturing expense, cost formulae, methods of cost finding and standard costs; manufacturing statements; special conditions—defective work, spoiled work, by-products, joint products, containers, idle time of man and equipment; relation of costs to other departments, administrative use of cost data.

Comparative statements, turnover, importance, methods of determining, rates in various lines of business; valuation and verification of assets and liabilities; analysis and interpretation of reports by means of percentages, ratios, trends, charts, graphs, application of funds, limitation of balance sheet.

Special treatment of the following items: goodwill, bad debts, departmental accounts, depreciation, petty cash, bonds, sinking funds, inventories, accounting vocabulary and standard business abbreviations, surplus and reserves, loans, collateral, single entry as an incomplete system.

Accountancy Practice

Short sets and exercises to illustrate and co-ordinate the foregoing theory.

Texts

Ontario School Bookkeeping, Second Course, W. J. Gage & Co., Toronto ..... .90
Canadian Modern Accounting—Part II—Sprott and Short, Commercial Text-Book Co., Toronto $2.00
Accounting Principles and Practice, Smails and Walker, Ryerson Press, Toronto $4.00
Cost Accounting—Jordan and Harris, Ronald Press, New York $3.50

Money and Banking

Theory of money, its history and functions; credit; mechanism of exchange; balance of trade and effect on exchange; nature and function of banks; comparison of the banking systems of Canada, United States, and England as to organization, reserves, note issue, redemption fund, and clearing house; trust and loan companies.

Business finance, raising working capital by trade credit and bank loans; corporation finance, stock, bonds, and note issues.

Texts

The Canadian Bank Act ..... .25
The Currency Act ..... .50
The Dominion Notes Act—The King's Printer ..... .25
Money and Banking—Scott. Commercial Text-Book Co., Toronto ... $3.25
Corporation Finance—Lough, Ronald Press, New York $3.00

Theory of Economics

Principles of production, distribution, and exchange; economic theories of value, rent, wages, profits, and interest; land, labour, and capital; industrial combinations, extent, dangers, and advantages; socialism.

National and local finance; public debts, methods of extinction and conversion; sinking funds; public domain—lands, forests, minerals; principles of taxation.

Canadian social legislation—social significance of Workmen's Compensation Act, Factories Act, Minimum Wage Act. Population and immigration as it concerns Canada.

Texts

Economics for the Common Reader—Clay, The Macmillan Company, Toronto $1.25
Outline of Economics—Ely, The Macmillan Company, Toronto $3.50

Economic Geography

Physical geography in its economic aspects and the relation of these aspects to the natural resources of the chief countries. The raw materials of commerce, food stuffs, textile fabrics, building materials, and materials for use in the arts, their origin, production, and marketing. Transportation and means of communication, especially in Canada, the British Empire, and the United States. Possibilities and limitations of trade within the British Empire; Canadian exports and imports; importance of the Suez and Panama Canals.

Texts

Canadian Commercial Geography—Morrison, The Ryerson Press, Toronto $1.25
Commercial Geography—Cornish, Sir Isaac Pitman & Sons, Toronto $1.25
An Introduction to Economics—Jones and Whittlesey, The Macmillan Co., Toronto $5.00

NOTE.—Valuable information may be obtained from Dominion Government Bulletins relative to production, trade, and commerce and the Monthly Commercial Letters of the various banks.

History of Commerce and Industry

Ancient and mediaeval commerce; the influence of Venice; the Crusades; the mediaeval guilds and their relation to modern trade unions; commercial significance of the great geographical discoveries of the fifteenth century; the Dutch commercial ascendency; struggle of the English, French, and Dutch for the first place in commerce; the English industrial revolution; commercial significance of the Napoleonic wars; England's industrial and commercial supremacy; history of French and German commerce since the overthrow of Napoleon; trade development in New Zealand and Australia; economic influence of the Great War; history of the commerce and industry of the United States and Canada.

Texts

History of Commerce (Revised Edition)—Clive Day, Longmans, Green & Co., Toronto $2.50
History of Trade and Commerce—Heaton, Nelson & Sons, Toronto $1.50
History of the World's Commerce—Cudmore, Sir Isaac Pitman & Sons, Toronto $1.25

Examinations

There will be one examination paper in each subject. The papers may be taken one or more at a time and in any order. The pass standard is fifty per cent. of the marks assigned to each paper (maximum value, 100).

The examinations are held in Toronto at the close of the Summer Session. Forms of application and copies of the time-table may be obtained in July from the Deputy Minister of Education.

Interim Certificates

(1) Elementary: Candidates who pass the prescribed examinations in the subjects of the Elementary Commercial Course will be granted Interim Elementary Commercial Certificates valid for two years in a Public, Separate, High or Continuation School, provided they are otherwise qualified to teach in such schools.

(2) Specialist: Canadidates (*1*) who hold certificates qualifying them to teach in a High School, and (*2*) who pass the examinations prescribed for the Elementary Commercial Certificate, and (*3*) who pass the prescribed examinations in the subjects of the Commercial Specialist Course, and beginning with 1933 (*4*) who pass the written examination and practice teaching as prescribed by the College of Education for a Specialist's Certificate will be granted Interim Certificates as Commercial Specialists valid for two years in a High or Continuation School or Collegiate Institute.

NOTE.—Candidates who have satisfactory standing in subjects taken at a University which are deemed by the Department of Education to be the equivalent of subjects in the Commercial Courses will be granted standing in such subjects on application to the Department.

Permanent Certificates

(1) After two years' successful experience thereon duly certified by the Inspector or Inspectors concerned, on application to the Deputy Minister, an Interim Certificate as teacher of the Elementary Commercial subjcts will be made Permanent.

(2) After two years' successful experience thereon duly certified by the Inspector or Inspectors concerned, on application to the Deputy Minister, an Interim Commercial Specialist's Certificate will be made Permanent.

Summer Courses

Each year the Department of Education offers a Summer Course of instruction in the Commercial Subjects extending over a period of five weeks. There will be a beginners' class as well as an advanced class. These classes will be conducted concurrently. In so short a period the subjects cannot be covered thoroughly and in detail. Candidates are, accordingly, expected to make as much preparation as possible before they attend. In view of the amount and character of the work, they are advised not to attempt too many subjects in one summer. The average candidate who is engaged in teaching throughout the year cannot expect to complete the work for a Specialist's Certificate in fewer than four summer sessions. The Department of Education offers each summer a refresher course in Methods in the Commercial subjects. This course is open to qualified Commercial Teachers and also to those who are preparing to teach the Commercial subjects.

Correspondence Courses

Teachers who contemplate attending the Summer Course in the Commercial Subjects may obtain assistance during the preceding school year from the University Extension Department of the University of Toronto. The shortness of the Summer Session makes it imperative that every candidate for a Commercial Certificate commence his preparations during the winter. Information respecting the correspondence work may be obtained on application to the Director, University Extension, University of Toronto.